STATE OF CALIFORNIA RECORDS RETENTION SCHEDULE APPROVAL REQUEST STD. 72 (REV. 7-92)

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STD. 72 (HEV. 7-92)		DEPARTMENT OF CONSER	DEPARTMENT OF CONSERVATION	9	
A South Manager		GEOTHERMAL, DISTRICT	GAND AND	GEOTHERMAL RESOURCES	
Submit three copies Records Retenti	Submit three copies with three copies of the Records Retention Schedule, STD. 73.	ADDRESS 50 D STREET,	, SANTA	ROSA, CA 95404	
TO: DEPARTMENT OF OFFICE OF INFO	DEPARTMENT OF GENERAL SERVICES OFFICE OF INFORMATION SERVICES	CHECK THE APPROPRIATE BOX: (2) New schedule of re	IE APPROPRIATE BOX: New schedule of records that have never been schedule.	scheduled. (Complete boxes 5 - 8.)	
1500 5th Street, Room 116 Sacramento, CA 95814 (o	1500 5th Street, Room 116 Sacramento, CA 95814 (or IMS C-39)	(3) XX Revising a pre (A new approx	Revising a previous schedule. (Complete boxes 5 - 12. (A new approval number will be assigned.)	35 5 - 12.)	
(916) 445-2294 or	(916) 445-2294 or CALNET 485-2294	(4) Amending son (The original a	Amending some pages of a previous schedule. (Co (The original approval number will remain in effect.	omplete boxes 8)	
NEW SCHEDULE	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)	chedule)
INFORMATION (If applicable)	2-671	2/10/98	7	144	
PREVIOUS SCHEDULE	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	S) (11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED	REVISED
INFORMATION (If applicable)	2-671	93-149	5/25/93	ALL	
PART I AGENCY STATEMENTS	ATEMENTS	- A CONTRACTOR OF THE CONTRACT	- 4-7-7-20-5-1111-1111-1111-11-1-1-1-1-1-1-1-1-1-		
As the program manage the attached schedule, the State Administrative schedule) that all items	As the program manager (or person authorized to sign for the program manager) directly responsible for the records li the attached schedule, I certify that all records are listed, that I have reviewed the need for the records,(per Section 16 the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.	d to sign for the prog are listed, that I have ention period is nece lle have been accour	ram manager) directly respo reviewed the need for the I ssary and correct as schedu nted for.	nnsible for the records listed on records, (per Section 1611 of sled, and (for a revised	
(13) SIGNATURE-MANAGEROF	TURE-MARAGEPORECHET RESPONSIBLE FOR THE RECORDS Kenneth St	elling "	» пп. Geothermal District	(15) DATE SIGNED 2/10/98	
In accordance win General Services all the factors list	In accordance with Government Code 14755, approval of the attached General Services is hereby requested. Retention periods have been es all the factors listed in Section 1667 of the State Administrative Manual.	pproval of the attach on periods have beer e Administrative Mani	14755, approval of the attached Records Retention Schedule by Retention periods have been established by this agency after a the State Administrative Manual.	dule by the Department of after a careful evaluation of	
I hereby certify that disposal of records.	I am authorized to act on I (Per Section 1611 of the	behalf of the head of this ager State Administrative Manual.)	his agency in matters pertain Manual.)	ning to the retention and	
SIGNATURE-REPORDS M	ANAGEMENTAGALYST ANAGEMENTAGALYST	(17)	א זהב Records Management א דבו בפערטיי	Coordinator	
George Farrell		(19)	(916) 322-4644	-	20/
(21) SIGNATURE—OIS CONSULTANT	GENERAL	APPROVAL (Per Gi	SERVICES APPROVAL (Per Government Code Section 14/35) (22) APPROVAL NUMBER QQQQQQ	(55)	***************************************
Casi TITLE OF CO	Rearch has Consultant	(24)	DATE SIGNED 3/2/98		
RCHIVAL	CTION (P	nt Code Section 14755)			***
THE ATTACHED RECO	THE ATTACHED RECORDS RETENTION SCHEDULE:	Ü			
(25) Contains no mat Archives	Contains no material subject to further review by the California State Archives	by the California Stat	€ .		
Contains materii Archives" may n State. (Per Sec	Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)	tems stamped "Hold/ ance by the Secretary strative Manual.)	Notify / of	is Indi	
(27) SIGNATURE-CHIEF OF AR	ARCHIVES A. P.C.	(28)	3 27 48	 	
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State of Cal	ifornia		DEPARTMENT (1)								SCHEDULE NUMBER (2)		DATE (3)	4.	
	Department of Co	nserva	ation	2-671		FEB. 10,	1998								
Records Retention Schedule				ORGANIZATIONAL UNIT	PAGE	OF	PAGES								
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STD. 73 (REV. 5-92	2)	Geotherma	1		7									
See Instructions on reverse and in SAM 1600				ADDRESS (Number Street City)							NT OF GENE NUMBER (5)	RAL SERVICES			
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MISSION: The Division of Oil, Gas, and Geothermal Resources administers State laws in a professional, efficient manner to prevent damage to life, health, property, and natural resources; to encourage the wise development of oil, gas, and geothermal resources; to serve as an information center; and to ensure that well operators use sound engineering practices.

1.0	4.		<u>Administration</u>						·
(1.1)	Administrative Approximation (Approximation (Approx	Post / Notily Applitos	Correspondence	Р	Current		Current		Retain as current until superseded.
2.0	3		<u>Environmental</u>						
(2.1)	.3	Danks & November Danksterne	Determinations	P	Perm.		Perm.	WANTAN PARTIES AND	Public Resources Code, Sec. 3234
2.2	.3		California Energy Commission Power Plant Sitings	P	Perm.	er och en en er	Perm.		Documents issued by the California Energy Commission in power plant permitting process. Public Reserves. Code, Sec. 3234.

^{*} Provide total of office and departmental

SCHEDULE NUMBER (2) DATE (3) State of California DEPARTMENT (1) FEB. 10, 1998 2-671 **Department of Conservation** PAGE OF ORGANIZATIONAL UNIT **Records Retention Schedule** Division of Oil, Gas, and Geothermal Resources STD. 73 (REV. 5-92) 7 Geothermal, District G-3 DEPARTMENT OF GENERAL SERVICES ADDRESS (Number City) See Instructions on reverse APPROVAL NUMBER (5) and in SAM 1600 50 D Street, Room 300, Santa Rosa, CA 95404 PRA CALIFORNIA M Cubic ltem REMARKS Number Feet* STATE TITLE AND DESCRIPTION OF RECORDS Ε RETENTION (Exempt) (Triple **ARCHIVES** Т D (Triple space between Items) **USE ONLY** Space **IPA** Between Office Dept. SRC Total Α Items) (13)(14)(15)(12)(10)(11)(16)(9)(7) (8) Р Perm. Perm. Public Resources Code (PRC), Section 33. **Environmental Documents (EIRs)** Notel / Refliv Amhiyes 3234. **Geothermal Operations** 3.0 SESSIF CONTROL ASSENDANCE Р Perm. These records are kept permanently as 3.5 Perm. **Operator Correspondence** they are vital to proposed operations of well sites. Oublie Resources Code, lection 3234. P Perm. 3.2 .2 Perm. **Agent Designation Geothermal Production** 4.0 Hold / Molife Auchivos ΙX Per Public Resources Code (PRC), P 64. Geothermal Well Records - District Perm. Perm. Section 3234, "Such records shall be G-3 (Hard Copy Only) public records when filed with the Division unless the owner or operator requests, in writing, the Division to retain the well records confidential."

^{*} Provide total of office and departmental

State of California SCHEDULE NUMBER (2) DATE (3) DEPARTMENT (1) **Department of Conservation** 2-671 FEB. 10, 1998 ORGANIZATIONAL UNIT PAGE ÓF PAGES **Records Retention Schedule** Division of Oil, Gas, and Geothermal Resources STD. 73 (REV. 5-92) 7 Geothermal, District G-3 ADDRESS (Number City) DEPARTMENT OF GENERAL SERVICES See Instructions on reverse APPROVAL NUMBER (5) and in SAM 1600 50 D Street, Room 300, Santa Rosa, CA 95404 PRA CALIFORNIA Cubic Item E Feet* STATE REMARKS Number TITLE AND DESCRIPTION OF RECORDS RETENTION (Exempt) **ARCHIVES** (Triple Т (Triple space between items) D **USE ONLY** Space **IPA** Between SRC Office Dept. Total Α Items) (13)(14)(15)(12)(9) (10)(11) (16)(8) (6)(7) IX 21. Geothermal Well Site Plans - G-3 Р Perm. Perm. Per Public Resources Code (PRC). How / Holliy Archives Sectopm 3234, "Such records shall be (Hard Copy Only) public records when filed with the Division unless the owner or operator requests, in writing, the Division to retain the well records confidential. Plats / Nelly A**reh**loss 1.5 Well Injection Reports - OGG110-I Perm. Perm. Hold / Natily Ambives Well Production Reports - OGG110-S P Perm. Perm. 9. Date (Note IX P Perm. Perm. 2.3 Interpretative Data **Geothermal Regulation** 5.0 AZHAMO 5.1 **Monthly Statistical Reports** P 3 2 5 .5

^{*} Provide total of office and departmental

SCHEDULE NUMBER (2) DATE (3) State of California DEPARTMENT (1) 2-671 FEB. 10, 1998 Department of Conservation PAGE OF PAGES ORGANIZATIONAL UNIT **Records Retention Schedule** Division of Oil. Gas. and Geothermal Resources STD. 73 (REV. 5-92) Geothermal, District G-3 DEPARTMENT OF GENERAL SERVICES ADDRESS (Number City) See Instructions on reverse APPROVAL NUMBER (5) and in SAM 1600 50 D Street, Room 300, Santa Rosa, CA 95404 CALIFORNIA PRA Cubic ltem Feet* STATE E Number TITLE AND DESCRIPTION OF RECORDS RETENTION (Exempt) REMARKS **ARCHIVES** (Triple T & (Triple space between Items) D **USE ONLY** Space **IPA** Between Office Dept. SRC Total L. Items) (14)(15)(12)(13)(10)(11) (16)(9) (8) ~(6) (7) P 3 3 6 Retain as current until superseded. 2. State/County Correspondence Hold / Wellly Archives P 3 Three years from filing date. 5.3 3 6 1. **Weekly Summary of Notices** Received - OGD114 Model / Nedfy And Seco Per Public Resources Code (PRC), Perm. Perm. IX 1. Confidential Status Determination of Section 3234, "Such records shall be Geothermal Wells - Listing of public records when filed with the Geothermal Wells retained in Division unless the owner or operator **Confidential Status** requests, in writing, the Division to retain the well records confidential." 6.0 .1 **Record Management** Current Current Retain as current until superseded. 6.1 **Records Retention Schedule** Although revision is required every five **Approval Request and Records** years from the date approved by DGS, Retention Schedules (Std. Form 72 RRS that are not revised remain in effect and Std. Form 73) - Program Record but are considered non-current. Copies

^{*} Provide total of office and departmental

Records Retention Schedule STD. 73 (REV. 5-92) See Instructions on reverse and in SAM 1600 ORGANIZATIONAL UNIT Division of Oil, Gas, and Geothermal Resources Geothermal, District G-3 ADDRESS (Number Street City) Street City) DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 50 D Street, Room 300, Santa Rosa, CA 95404	State of Calif	lifornia			DEPARTMENT (1)	DEPARTMENT (1)								DATE (3)	
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See Records Retention Schedule <u>dated May 25, 1993, Approval No. 93-149</u>

2	B. Personnel	These items were erroneously listed as records on previous schedule. Reference only. Personnel records are kept in our Human Resources Office and listed on their Records Retention Schedule.
3	C. Lease Information	Erroneously listed as a record on previous schedule. Reference only. These records are kept in our Administrative Services Office and listed on their Records Retention Schedule.
6	C. Bond Request Forms	Erroneously listed as a record on previous schedule. Reference only.

^{*} Provide total of office and departmental

State of California DEPARTMENT (1)								SCHEDULE NUMBER (2)	DATE (3)				
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7			A. Geothermal Well Re	ecords District G-1	***************************************							These are duplicate red forwarded to State Arc longer being reference records kept in our Geo	nives when no d. Original
17			B. Staff Meeting Minut	es				- Andrews - Andr				These items were error records on previous sc	